

**Specifications for Form 1138, 7-59
"Agency Multi-Purpose Envelope"**

1. Size

- a. 16" x 10".

2. Construction

- a. Envelope to be constructed with a built-in window pocket for insertion of a 5" x 3" slip of paper or card. Pocket to have a non-gummed tuck-in flap to insure that the paper or card will not fall out during routine mail handling.
- b. Window pocket to be placed in the middle of the envelope. (See attached drawing.)
- c. Envelope to have a flap opening, 2"-2½" deep at the right end. (See attached drawing.)
- d. Flap will be coated with an un-objectionable fasting Resin base glue that will enable the flap to be securely affixed to the envelope body.

3. Paper Stock

- a. Envelopes will be 20# - 24# unbleached kraft paper stock.

4. Quantity Ordered

- a. 500,000.

5. Material Samples

10-15 dummy samples will be furnished with bid for testing. Size and construction features must be as specified herein to provide accuracy in testing.

6. Due Dates

- a. Material Samples. Submit with bid on or prior to closing date.
- b. Delivery - 500,000 envelopes 30 working days after award of contract.

7. Identifications and Markings

- a. No identification or markings, such as job number, plate number, trade number, or data identifying the contractor, printer, etc., shall be shown on the envelope.

- b. Cartons, Packages, Bills of Ladings, Packing Lists, etc., the name of the Agency shall not be shown on any shipping containers or documents; identify and mark all inner packages, etc., with contents only (Form number, edition data and quantity). All outer cartons, etc., with contents, order/contract number, consignee and consignor address only.

Date

Approved For
Chief, Forms Management Branch